

State of Nevada Nevada Arts Council

Version Date: 6/20/2015

2003073 Folk Life Collection

Reviewed: 05/21/2003

Description: This record series is the archives collection of the Folk Life Program of the Nevada Arts Council (NAC). The records consists of slides, audio recordings of interviews with local folk arts specialists, interview logs (transcripts of audio recordings), slides & photos, photo logs, and history files [including copies of minutes of meetings, presentations, etc.]. The files are used to document and preserve the native folk art and cultural history of Nevada.

Retention: Maintain the records as long as the program continues this function.

Disposition: Permanent: Transfer to State Archives

2003074 License Plate Initiative

Reviewed: 05/21/2003

Description: This record series documents the initiative to raise funds and advertise the arts in Nevada by license plate fees collected by DMV. The funds are used to support art education programs by the Nevada Arts Council (NAC) and VSA Arts of Nevada (Very Special Arts). Funds support the Youth Reach Nevada Project, special projects and public awareness programs. The files may contain: reports, plans, copies of financial documents, budgets, related correspondence and similar documents.

Retention: Retain these records for three (3) fiscal years from the end of the fiscal year to which the documents pertain.

Disposition: Destroy Securely

2015009 Program Files

Reviewed: 06/10/2015

Description: These records document all programs administered by the Nevada Arts Council which receive funding from multiple funding sources. The programs provide resources, technical services, local salary assistance, outreach, professional development, workshops and education. The files may contain but are not limited to: applications, worksheets forms, proposals, evaluations, and related correspondence.

Retention: Retain these records for three (3) federal fiscal years from the end of the fiscal year in which the annual or final expenditure was submitted.

Disposition: Destroy Securely

1996122 Tax Exempt Letters, Articles of Incorporation and By Laws

Reviewed: 08/21/1996

Description: This record series documents and verifies the requirements of projects funded through the National Endowment for the Arts non-profit organizations. These files establish tax exempt status. The files may contain: IRS Tax Exempt confirmation letters, articles of incorporation, by laws, financial reports and audits, planning documents and related correspondence and forms.

Retention: Retain this record series for a period of three (3) fiscal years from the submission of the periodic or final expenditure report to awarding agency.

Disposition: Destroy